



MIAMI BEACH

SPECIAL EVENT PLANNING GUIDE



TOURISM AND CULTURAL DEVELOPMENT OFFICE OF FILM & EVENT PRODUCTION MANAGEMENT

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Welcome to Miami Beach...

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The City of Miami Beach welcomes a wide variety of special events that enrich the community for both visitors and residents. From spectacular beaches to charming streets and walkways, every site offers unique attributes to complement a proposed event, from corporate parties to concerts, neighborhood markets to weddings. Please note that a Special Event Permit will not be issued for any stand alone vendor, structure, or promotional activity not directly tied to a Special Event.

By following the Special Event application requirements and guidelines you will join an accomplished group of professionals who have utilized the sultry and sophisticated setting of Miami Beach as the site of their world class events.

Something you should know...

The Special Events office provides assistance in the coordination of events on public property and other properties requiring special zoning exemptions (e.g. pool deck and roof top events) by assisting producers with guidelines and permit requirements and serving as liaison with local and regional city services and neighborhood associations. This Special Events Planning Guide will provide you with vital information on how to proceed in obtaining a Special Event Permit in the City of Miami Beach, please make sure you read it thoroughly. When filling out the application, complete each section and check for the Non-applicable or N.A. box under each section. Also note any special instructions when reviewing each section.

Please be aware, by submitting an application you will be providing full disclosure of your event plans and information that can be obtained by the general public at any time and /or other agencies. And by signing that application you commit to having read and comply with the Special Event Guidelines. The Special Event Requirements and Guidelines are available on line at www.miamibeachfl.gov.

Last but not least be advised that the Special Events Office requires **SIXTY (60) DAYS NOTICE** prior to the event start date in order to process an application. Applications are processed on a first come, first serve basis. Exceptions to the following deadlines will be made at City's at discretion. A Special Events permit is a review and approval process, and submission does not constitute approval. Once all items are submitted, registered, reviewed, and terms of coordination have been met your Special Event Permit will be drafted and sent to the City Manager for final approval. Any and all expenses incurred by applicant/producers/promoters prior to the issuance of a Special Event Permit shall be at the sole risk and responsibility of the applicant/producer/promoter, and the City of Miami Beach shall in no way be responsible and liable for same.

What you need to get started...

Please submit the following items to start your permit request. The Special Events office will not accept an incomplete application.

Minimum Requirements:

1. Application
2. \$250 Application Fee (*non-refundable*).
3. Certificate of Insurance (*please review insurance requirements*).
4. Indemnity Agreement (*please submit original document signed and notarized*).
5. Site plan-(CAD preferred)-Please submit a site plan to scale showing exact dimensions of temporary structures in relation to the area features. For descriptive examples please see the Applicant/Producer Deadlines Guide.
6. Detailed load-in and load-out schedule or schedule of events when load-in or load-out does not apply.
7. Sanitation plan (scope of services) and Parking plans.

The following are important items you should be aware of:

- ❖ Please note that in order to receive an approved permit, you must submit all outstanding permit requirements. It is the applicant's sole responsibility to do so in a timely fashion. Please refer to the applicant/producer deadline guide for timelines of requirement submittal.
- ❖ Once you have submitted the minimum requirements, your request will be registered and reviewed. You will then be informed of any outstanding permit requirements as part of the application process (e.g. permit fee, security deposit, neighborhood review meeting dates, sign-offs, permits, etc.).
- ❖ **NEIGHBORHOOD REVIEW:** Please be aware that your event requires review from impacted neighborhoods and/or sign-off from affected businesses.
- ❖ **SECURITY AND PUBLIC SAFETY:** Your event may require hiring City Services such as off-duty Police, Fire Rescue, Ocean Rescue, Parking, Sanitation, Parks among other personnel/services. These departments will determine minimum staffing levels for the event.
- ❖ **FEE SCHEDULE:** Depending on nature and scope of your event additional fees may apply. Please refer to the attached fee schedule.

We look forward to assisting you produce a successful event in the City Miami Beach. If you have any questions regarding the application permitting process, we urge you to call the Office of Film & Event Production at 305-673-7577.

DATE OF APPLICATION: _____

TITLE OF EVENT: _____

EVENT DESCRIPTION (please attached schedule of events or programming involved): _____

EVENT DATE(S): _____

EVENT HOURS: _____

EVENT LOCATION AND COMPLETE ADDRESS(S): _____

_____(Please attach site plan)

SPECIFY LOCATION: ☐ Beach West of Dune ☐ Beach East of Dune ☐ Park
☐ Hotel Pool Deck/Area ☐ Sidewalk ☐ Street ☐ Other

ESTIMATED ATTENDANCE (PER DAY): _____

SET UP DATE & HOURS: _____ am/pm to _____ am/pm

BREAKDOWN DATE & HOURS: _____ am/pm to _____ am/pm

EVENT SPONSORS: _____

LOGISTICAL/PRODUCTION COMPANY: _____

NAME OF HOST ORGANIZATION: _____

☐ For profit organization ☐ If you are a non-profit organization (please provide proof of not-for-profit status)

EVENT COORDINATOR: _____

TITLE: _____ COMPANY: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ MOBILE: _____ FAX: _____

WEB-SITE: _____ E-MAIL: _____

ON SITE CONTACT: _____ MOBILE: _____

1. Please describe the nature and scope of proposed event and the programming involved with it (attachments accepted): _____

2. Is this an annual event? ☐ YES ☐ NO (please check one)
3. How many years have you held this event? _____
4. Please list two previous events you have coordinated along with City Government references with phone numbers: _____

5. Is this event open to the public? ☐ YES ☐ NO (please check one)
6. Please state admission/ticket fee(s): _____
7. Specify type of event (Check more than one box if applicable):

<input type="checkbox"/> Community	<input type="checkbox"/> Concert/performance	<input type="checkbox"/> Fair/carnival
<input type="checkbox"/> Festival	<input type="checkbox"/> Filming/Broadcast	<input type="checkbox"/> Fund raiser
<input type="checkbox"/> Parade	<input type="checkbox"/> Political	<input type="checkbox"/> Private party
<input type="checkbox"/> Religious	<input type="checkbox"/> Sports/recreational	<input type="checkbox"/> Other _____
8. Applicant's Status:
☐ For profit organization
☐ Non-profit organization -tax exempt no. _____
9. If any portion of your event will be filmed please call the Film office at 305-673-7070 or log on to www.filmiami.org to apply for a permit.
10. Will the event require the renting of a City facility? _____
If yes, which facility: _____

11. Please list any other venues or event locations in which you will be holding pre or post event parties:

Events planned in the City of Miami Beach are subject to review and recommendation by the corresponding neighborhood association(s). Applicants will be required to present their event before the appropriate neighborhood association. Where a neighborhood association does not exist and events with expected attendance exceeding 200 persons per day will require approval from the Planning Board and/or commercial sign-offs from adjacent properties. Recommendations from the respective associations or Planning Board stating its position on the proposed event should be submitted to the Office of Film & Event Production Management at least 30 days prior to the event. Please visit the Special Events section of the City's website to download a signature survey form. For more information on Neighborhood Associations visit our website at www.miamibeachfl.gov.

ENTERTAINMENT/AMPLIFIED SOUND

SECTION NOT APPLICABLE: ()

Please be advised that the City of Miami Beach does not allow the override or violation of the Miami Dade County Noise Ordinance. Applicant shall abide by the Miami Dade County Noise Ordinance and City of Miami Beach ARTICLE IV noise section of the City Code.

1. Will the event require music or amplified sound: ☐ YES ☐ NO (please check one)
2. What type of amplified sound will you be using:
☐ PA system ☐ Amplified Sound/Recorded/DJ ☐ Live
3. Hours of amplified sound: _____ am/pm to _____ am/pm
4. Sound check hours: _____ am/pm to _____ am/pm
5. Do any of these elements take place out doors? ☐ YES ☐ NO (please check one)
6. Please list of acts/performers and times of performances: _____

SECTION NOT APPLICABLE: ()

You may be required to hire off-duty Police and Fire, please refer to the City contact information for contact numbers. The Police and Fire Departments determine minimum staffing levels for the event. Please note that it is the applicant's responsibility to secure off-duty Police and off-duty Fire personnel for the event.

1. Describe your internal security plan: _____

2. Will the event require closing a street (s)? _____
If yes, which street (s)? _____
During what days/hours? _____ am/pm to _____ am/pm.

3. Will the event require "Vehicle Beach Access Pass (s)" _____
If yes, how many? _____

Vehicle Beach Policy: Vehicles are not allowed on the beach without a Vehicle Beach Access Pass and a Police escort. While on the beach the Vehicle Beach Access Pass must be displayed on the vehicle at all times. All vehicles must utilize lights and flashers when traveling on the beach, please inform your vendors of such policy. Any vehicle that is stationed on the beach for long periods to time must place an absorbent pad under the engine compartment. This will help prevented any leakage on the sand. These pads shall be properly disposed off once the vehicle vacates the beach. For more detailed information please visit our website at www.miamibeachfl.gov.

4. Will the event include: ☐ Fireworks ☐ Pyrotechnics ☐ Open Fire ☐ Gas for cooking (please check all that apply). Please list the company your working with: _____

SECTION NOT APPLICABLE: ()

Please be advised that events that are open to the public and feature alcohol are required to designate an area for alcohol consumption (e.g. the area must be fenced off, preventing access to minors, and must have security at egress at all times).

A scaled site plan of your alcohol service area is required for City approval. Permittee is responsible for the enforcement of alcohol not leaving alcohol service areas. Also note that glass containers are not allowed on the beach. Food and beverages must be dispensed in paper or plastic containers.

1. Will you be serving alcohol at this event? ☐ YES ☐ NO (please check one)
If you are selling liquor you are required to obtain a State of Florida Liquor License. Please click here to download an application www.state.fl.us/dbpr/abt/contact/index.shtml. Please see below on how about obtaining a license.
2. Describe your sales/distribution plan: _____

3. Describe how will this be monitored and/or controlled? _____

4. If the event is open to a twenty-one and under crowd please describe how you will prevent service to minors? _____

5. Will alcoholic beverages be sampled/served? ☐ YES ☐ NO (please check one) If you are sampling or serving alcohol please provide liquor liability on your certificate of insurance.
6. Will non-alcoholic beverages be sampled/served? ☐ YES ☐ NO (please check one)

STEPS FOR OBTAINING LIQUOR LICENSE: Please note an applicant requesting a temporary liquor license must be a non-profit entity.

1. Download application for 3-day liquor permit at: www.state.fl.us/dbpr/abt/contact/index.shtml
2. Visit the City of Miami Beach City Planning Department 2nd Floor to obtain sign-off. Miami Beach City Hall, 1700 Convention Center Drive, Miami Beach, FL 33139.
3. Visit the Florida Department of Revenue (IRS) to obtain sign-off. State of Florida Department of Revenue, 8175 NW 12 Street #119, Miami, FL 33172, Ph: 305-470-5001.
4. Take the application with \$25.00 to State of Florida Department of Business and Professional Regulation. Division of Alcoholic Beverages & Tobacco, 8685 NW 53rd Street #100, Miami, FL 33166, Ph: 305-470-6787 x2266 (Daisy Tejera).
5. Please note you must provide the City of Miami Beach Special Events office with a copy of the liquor license.

SECTION NOT APPLICABLE: ()

Please note you will need to obtain Building Department permit(s) for the following temporary structures, check all that apply. Please inform your vendors that they must obtain an owners affidavit from the Office of Film & Event Production Management in order to obtain a permit from the Building Department. Building Department permits are good for thirty (30) days and they must be submitted to the Office of Film & Event Production Management no later than two (2) weeks prior to the event date. Failure to do so may result in non-permitted temporary structures which will not be part of the Special Event permit and will not be allowed at the event site. Per the Miami-Dade County Noise Ordinance any set up or breakdown activity/operations must cease by 11:00pm and resume the next day at 7:00pm, unless otherwise stated on the Special Event permit.

Temporary Structure(s)	Name of Vendor	Size(s)	Qty.
<input type="checkbox"/> Tents			
<input type="checkbox"/> Electrical-Generator			
<input type="checkbox"/> Staging			
<input type="checkbox"/> Fencing			
<input type="checkbox"/> Plumbing-Restrooms			
<input type="checkbox"/> Bleachers or Chair Risers			
<input type="checkbox"/> Temporary Structure:			
<input type="checkbox"/> Other:			

If you are setting a riser two (2) feet or less in height, please submit a letter to the Special Events office stating that the riser will only be used for productions purposes and the public will not be allowed on it. The letter must be on company letter head signed by the applicant.

Please be advised that Turtle Season is extends from May 1 through October 31. Please visit of website at www.miamibeachfl.gov for a copy of the Special Events Conditions for Marine Turtle Protection.

TEMPORARY OCCUPANT LOAD:

A temporary occupant load is required any time you enclose an area greater than 750 square feet, (e.g. a fenced in site or enclosed tent). A temporary occupant load is also required when you are exceeding the prescribed load of any given area (e.g. a hotel pool deck or allowable roof top).

Please supply two (2) sets of scaled drawings showing:

- 1) Number of entrance/exits
- 2) Plumbing facilities for the entire site
- 3) Furniture layout / floor plan
- 4) Location of temporary structures such as tents, stages, fencing, trusses, towers, bleachers (if applicable).

Building Department Contact Mr. Mohsen Jarahpour, Chief Engineering Inspector, (305) 673-7000 ext. 6770 for more information or e-mail him at mjarahpour@miamibeachfl.gov.

1. Please describe your parking plan for event production (including load-in and load-out) and attendees: _____

2. Will your event require parking meters rentals? _____ How many? _____
 Where? _____
 List the day(s)/date(s) you will need the meters? _____

Please note that meters are only reserved for production vehicles loading-in or out. Please log on to our website to download a meter rental form www.miamibeachfl.gov.

3. Will your event need staging for production vehicles? _____ How many? _____
 Where? _____
 List the day(s)/date(s) you will need the meters? _____

4. Will you be hiring a valet company? ☐ YES ☐ NO (please check one)
 If yes which one? _____. Please note the Valet Company must obtain a license in order to operate at the event location. The Valet Company must be authorized to operate by the City of Miami Beach Parking Department and secure private storage for the vehicles.

CONCESSIONS

SECTION NOT APPLICABLE: ()

If your event sells food, beverage, merchandise, tickets or collects booth rentals the applicant/producer may be required enter into a Concession Agreement with the City of Miami Beach. The Special Events office will determine that at the time of application.

- Will you sell any of the following? ☐ Food ☐ Beverage ☐ Merchandise ☐ Tickets ☐ Booth Rental (Please check al that apply)
- Are you working with a catering company? _____ If yes who? _____
- Describe type and number of vendors you will hire (e.g. food vendors, beverage vendors, and merchandise vendors)? _____

- Will local businesses be invited to participate as vendors? _____

Please be advised, as the event producer you are solely responsible for the compliance of your vendors. Any non-compliance could lead to cancellation of your permit regardless of what stage of the event you are at.

Please be advised that the City will hold your security deposit if additional sanitation services are needed after the conclusion of your event. Please see fee schedule for more information.

1. Please describe sanitation plan or submit a scope of services for the event (attachments accepted):

2. Please list the name of the sanitation company you are working with: _____
If you do not have a designated sanitation company and you would like utilize the City's Sanitation Services, please contact Domingo Macias 786-236-2393.
3. Number of trash receptacles? _____
4. Will your event require a dumpster(s)? ☐ YES ☐ NO (please check one)
How many? _____ Where? _____
5. List number of port-o-lets placed at the event: _____
List number of disabled: _____

ECONOMIC IMPACT

1. List estimated organizational budget: \$ _____
2. State status: ☐ Profit organization ☐ Non-profit organization (please check one)
Please list event beneficiary/charities (ies): _____
3. List the methods by which you intend to promote this event (check all that apply):

<input type="checkbox"/> Light pole banners	<input type="checkbox"/> Billboards	<input type="checkbox"/> Local Radio	<input type="checkbox"/> National Radio
<input type="checkbox"/> Local TV	<input type="checkbox"/> National TV	<input type="checkbox"/> Cable TV	<input type="checkbox"/> Local Newspaper
<input type="checkbox"/> National Newspaper	<input type="checkbox"/> Direct Mail/Flyers	<input type="checkbox"/> Internet	<input type="checkbox"/> E-mail
<input type="checkbox"/> Other _____			

Please be advised that all incurred marketing cost in advance of permit approval is strictly of the producers/promoters own risk. Producers/promoters may not hold the City of Miami Beach liable for marketing costs if permit is denied.

4. Was the event open to the public? ☐ YES ☐ NO (please check one)
If yes please state estimated attendance: # _____
5. What was the average admission fee, per person, for this event? (circle only one)
☐ Free ☐ Under \$10 ☐ \$10 - \$25 ☐ \$26-\$50 ☐ Over \$50

6. What percentages of your audience are?

Residents _____ %
 Regional _____ %
 Tourists _____ %

7. Where would the majority of your events be held? (circle only one)

☐ South Beach (23rd St and Below) ☐ Middle Beach (24th St - 63rd St.) ☐ North Beach (64th St – 87th Terrace)

8. List the venues you will be utilizing? (check all that apply)

☐ Miami Beach Convention Center - 1901 Convention Center Drive
☐ Jackie Gleason Theater - 1700 Washington Avenue
☐ Lincoln Theatre - 541 Lincoln Road
☐ Colony Theater - 1040 Lincoln Road
☐ Byron Carlyle Theater - 500 71st Street
☐ Miami Beach Botanical Garden – 2000 Convention Center Drive
☐ 73rd Street Bandshell - 73rd Street & Collins Avenue
☐ Other _____

9. Please list the Miami Beach Hotels you are working with: _____

10. Please list estimated number of hotel rooms _____ and nights _____ generated in Miami Beach.

11. Please describe any collaboration established with Miami Beach Economic Industries (nightlife, hotels, restaurants, City): _____

Please sure have filled out the application completely. Please provide as much application as possible, for items that do not apply please list N/A. Please be advised that all Applications are considered new and "same as last year" is not an appropriate answer. Please note that applications will be returned, unprocessed, if not filled out completely. A complete application includes the required site map to scale. Site maps may be drawn in any size format as long as the reviewing staff can clearly understand the placement of all temporary structures/fixtures within the area features. Site maps should be as descriptive as possible, with boundaries and landmarks drawn to scale, and event amenities located as accurately as possible. When returning the application, please include payment for application fee. All payments must be in the form of a cashier's check, money order or corporate check payable to the **City of Miami Beach**. **NO PERSONAL CHECK WILL BE ACCEPTED**. If you would like to pay with a credit card please visit the Special Events office, we will prepare payment for the cashier to process. Applicant agrees that he/she has thoroughly read the City of Miami Beach's Special Event Application and Guidelines and agrees to faithfully observe and comply with the conditions, regulations, and provisions prescribed herein and by ordinances of the City of Miami Beach, the Laws of the State of Florida and the United States of America. Applicants shall ensure that all guests, vendors, concessionaires and exhibitors comply with the conditions, regulations and provisions prescribed herein and by the ordinances of the City of Miami Beach, the Laws of the State of Florida and the United States of America.

 Signature

 Date

INSURANCE REQUIREMENTS

The following is required by City of Miami Beach Risk Management Department:

1. Commercial General Liability limits \$1,000,000.
2. The City of Miami Beach must be listed as a CERTIFICATE HOLDER.
 - o Certificate must show the City of Miami Beach's address:
City of Miami Beach
1700 Convention Center Drive
Miami Beach, FL 33139
3. The City of Miami Beach must be named as an ADDITIONAL INSURED.
 - o This exact verbiage must be included under the section of Description of Operations/Locations/Vehicles/Special Items: *The City of Miami Beach is included as an additional insured with respects to event name, dates including event load-in and load-out, location, and type of activity.*
6. Proof of Worker's Compensation (companies that employ more than 3 employees).
 - o If policy is separate from the certificate of General Liability, applicant must list the City of Miami Beach as a CERTIFICATE HOLDER.
 - o If you do not carry workers compensation because you do not employ more than three employees please provide us with a letter stating so.
6. Liquor Liability: limits \$1,000,000 (if alcohol is served).
6. All policies must be issued by companies authorized to do business in Florida with a Best Key rating of B+VI or better.

If you have any questions, please feel free to contact the City of Miami Beach Risk Management Department at 305-673-7014.

CITY OF MIAMI BEACH INDEMNITY AGREEMENT

This Indemnity Agreement made this _____ day of _____, 20____, by and between the City of Miami Beach ("City") and _____ (Name of Entity), whose address _____, ("Indemnitor").

W I T N E S S E T H :

1. City hereby permits Indemnitor to use the following described property _____
in the City of Miami Beach ("Premises") on the following days(s) _____,
20____, commencing at _____ a.m./p.m., and at _____ a.m./p.m.
2. Use: Indemnitor shall use the premised solely for the purpose of: _____
3. Exculpation and Indemnification Clause: Indemnitor agrees that it will indemnify, hold and save the City of Miami Beach ("City") their officers, agents, contractors and employees whole and harmless and at City's option defend same, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments of any nature recovered from or asserted against City on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of Indemnitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises used hereunder with the express or implied invitation or permission of Indemnitor, or when any such injury or damage is the result, proximate or remote, of the violation by Indemnitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the use by Indemnitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises used hereunder. Indemnitor covenants and agrees that in case the City shall be made party to any litigation against Indemnitor, or in any litigation commenced by a party against any party other than Indemnitor relating to this Agreement or to the Premises used hereunder, then Indemnitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon City by virtue of any such litigation. These terms of indemnification shall be effective unless such damage or injury may result from the sole negligence, gross negligence or willful misconduct of City.
4. Ordinances and Regulations: Indemnitor shall comply with all applicable laws, statutes and ordinances and all rules and requirements of the City of Miami Beach. Indemnitor shall not admit to the premises a larger number of persons than the total number designated by the appropriate City Department the number that can safely and freely move about.
5. Responsibility for Damage: If the used Premises or any portion thereof, or any structure attached thereto, or any equipment, fixture, or other item contained shall be destroyed, damaged, marred, altered, or physically changed during the term in any manner whatsoever, then Indemnitor shall be responsible.

Indemnitor is to properly care for all equipment entrusted to Indemnitor during the term of this Agreement and all such equipment so entrusted which is lost, stolen, or disappeared shall be the sole responsibility of Indemnitor and Indemnitor shall pay the full replacement cost thereof to City.
6. Insurance: As a condition precedent to being permitted to use the Premises, Indemnitor shall, at its own expense, comply with all of the following insurance requirements of the City. It is agreed by the parties that the Indemnitor shall provide proof of the following insurance coverage to the City on or before _____, 20____:
 - (a) Commercial general liability insurance, on an occurrence form, in the amount of One Million (\$1,000,000.00) Dollar per occurrence for bodily injury, death, property damage, and personal injury. The policy must include coverage for contractual liability. If the user's activities involve the sale of alcohol, then liquor liability in the same amount is also required. These policies must name the City of Miami Beach as additional insured.
 - (b) It is understood and agreed that all coverage provided by the Indemnitor are primary to any insurance or self-insurance program the City has for these Premises and the Indemnitor and their insurance shall have no right of recovery or subrogation against the City.
 - (c) All policies must be issued by companies authorized to do business in the State of Florida and assigned a rating of B+VI or better, per Best's Key Rating Guide, latest edition.

(d) Alternate coverage to satisfy these requirements is subject to prior approval of the City's Risk Manager. Additional insurance coverage, as determined by the City's Risk Manager, may be required for this Agreement.

7. Other Terms and Conditions: The Indemnitor shall provide, at Indemnitor's sole cost and expense, off-duty City of Miami Beach Police Officers and off-duty City of Miami Beach Miami Beach Firefighters and/or City of Miami Beach Rescue Service, as required by the City of Miami Beach Police and Fire Departments.

IN WITNESS WHEREOF, the Indemnitor has executed this Agreement this _____ day of _____, 20_____.

INDEMNITOR: _____
(Print name of Entity/Individual)

BY: _____
(Signature of Corporate Officer)

(Print name and title of person signing)

ATTEST: _____
(Signature of Corporate Secretary or Witness)

Please check one of the following:
Corporate Acknowledgement
Partnership Acknowledgement
Individual/Sole Proprietor Acknowledgement

State of _____

On this the _____ day of _____, 20_____,
before me, the undersigned Notary Public of the State of _____,

County of _____

_____, the foregoing instrument was acknowledged by
_____, of
(Print name and title of corporate officer)

(Print name of corporation and state or place of incorporation)
on behalf of the corporation. **WITNESS my hand and official seal.**

NOTARY SEAL

(affix here)

(Signature of Notary Public)

NOTARY PUBLIC, STATE OF _____

(Name of Notary Public: print, stamp, or type as commissioned.)

_____ Personally known to me, or _____ Produced identification:

(type of identification produced)

_____ DID take an oath, or _____ DID NOT take an oath.

CORPORATE SEAL

(affix here)

Form Approved
Legal Department By:_____

IMPORTANT PLANNING INFORMATION - APPLICANTS/PRODUCERS DEADLINES GUIDE

SIXTY (60) DAYS NOTICE FOR BEACH AND NON-BEACH EVENTS

- o Application
- o \$250 application Fee (non-refundable)
- o Draft scaled site plan/narrative
- o Indemnity Agreement (submit original signed and notarized - 2 pages)
- o Certificate of Insurance must name the City of Miami Beach as the additional insured and a certificate holder, certificate must also show proof of workers compensation and Liquor Liability if applicable.
- o Detailed load-in and load-out schedule or schedule of events if load-in and load-out does not apply.
- o Sanitation (scope of services) and Parking plans

THIRTY (30) DAYS

- o \$250 Permit Fee
- o \$2,500 Security Deposit by separate check (refundable)
- o Final scaled site plan/narrative
- o Square Footage Fees
- o City Services Fees

SITE PLAN/NARRATIVE- (CAD preferred)

- o For beachfront events a preliminary scaled site plan must be submitted Sixty (60) days prior to the event. A final scaled site plan must be submitted Thirty (30) days prior to the event.
- o The site plan must show scaled dimensions in relation to the area features (e.g. if the event set up is east of the dune it must show which area of the beach; sand dunes and cross overs; and a 25ft. emergency access lane. If the event set up is west of the dune it must show which area of the beach; coral rock wall, sand dunes and cross overs; and a 25ft. emergency access lane. If an event takes place behind a hotel it must show the host hotel; neighboring hotels; sand dunes and cross overs; and a 25ft. emergency access lane).

ADA-The event site plan must show ADA compliance and signage. Please see page 14 for details.

NEIGHBORHOOD REVIEW OR PLANNING BOARD REVIEW

- o Thirty (30) days prior to the event. Applicant must receive neighborhood approval at least 30 days before the event. If you apply within 30 days of your event, you must include written approval from the appropriate neighborhood and/or business association with your application for it to be considered. Where a neighborhood association does not exist for the location of your event, approval from the Planning Board is required. Please contact the Special Events Office for neighborhood contact information or visit our website at www.miamibeachfl.gov.

BUILDING DEPARTMENT PERMITS

- o Must be submitted to the Special Events office no later than Two Weeks (2) prior to the event. Temporary occupancy loads are reviewed and approved by the building department no later than Thirty (30) days prior to the event. Applicant must submit two copies of the following items: 1) Number of egress; 2) Plumbing facilities for the entire site; 3) Furniture layout/floor plan; 4) Location of temporary structures such as tents, stages, fencing, trusses, towers, bleachers (if applicable).

SANITATION DEPARTMENT PERMITS

- o Dumpster permits must be submitted to the Special Events office no later than Two Weeks (2) prior to the event.

CONCESSION AGREEMENT

- o Applicant must notify the beachfront concessionaire no later than Sixty (60) days prior to the event.
- o Copy of beachfront concessionaire release letter must be submitted to the Special Events office no later than Thirty (30) days prior to the event.
- o Concessions Agreement must be signed no later than Two Weeks (2) prior to the event.
 - o Beach Events: 15% of food, beverage, ticket sales and merchandise + 7% Sales Tax
 - o Non-Beach Events: 10% of food, beverage, ticket sales and merchandise + 7% Sales Tax
- o Concession audit must be submitted to the Special Events office no later than Thirty (30) days after the event.

PLANNING DEPARTMENT - DESIGN REVIEW

- o Light pole banners, signs, and billboards require Design Review approval prior to installation.
- o A Building Department permit is also required prior to installation.

Please note that it is the sole responsibility of the event producer to turn in all required elements. All Special Events requirements including applicable City permits should be completed no later than Two (2) Weeks prior to the event. Events that do not submit the requirements on time may not be approved by the City.

FEE SCHEDULE

Event Class – For Profits (Public Property) average attendees per day	Application/Processing Fee (non-refundable)	Permit Fee (refundable)	Security Deposit (refundable)
0 to 1499 attendees	\$250.00	\$250.00	\$2,500.00
1500 and above attendees	\$250.00	\$500.00	\$5,000.00

Security Deposit: \$2,500/\$5,000 - A refundable security deposit will be required no later than thirty (30) days in advance of the event. Based on the scope and location of the event, a pre- and post-event site inspection may be conducted by the applicant and appropriate City personnel to determine existing conditions and evaluate potential damages, if any. Security deposits will be refunded within forty-five (45) days following the event if all restrictions are followed and public property is left in good condition and without damage. Failure to comply with restrictions imposed automatically forfeits the security deposit.

Vehicle Beach Access Pass: \$150.00 per pass/per vehicle/per event.

Concessions Agreement:

- o Beach Events: 15% of food, beverage, ticket sales and merchandise.
- o Non-Beach Events: 10% of food, beverage, ticket sales and merchandise.

Taxes:

You are required to pay a 7% State sales tax and a 2% Resort Tax (on food and beverage only). Please remit the 2% Resort Tax payment on a separate check.

Square Footage Fee: \$.25 per square foot + 7% Sales Tax (N/A with a Concession Agreement).

Lummus Park User fee: 25% of the total City Services not including administrative fees.

Lincoln Road User fee: 25% of the total City Services not including administrative fees.

Parking Meter Rentals: \$10.00 per space or meter/per day + plus administrative fees. Please contact the Parking Department at 305-673-7505 for more information.

Police Department: For information on off-duty Police services please contact off-duty at 305-673-7823.

Fire Department: For information on off-duty Fire services please contact off-duty Fire at 786-412-1076.

Building Department Permit fees: Please contact the Building Department for fee schedule please call 305-673-7610 or visit www.miamibeachfl.gov.

- o Tent Permit; Fence Permit; Stage Permit; Electrical Permit; Bleachers Permit; Restroom (Port-a-lets) Plumbing Permit ; Pool cover Permit; Temporary Occupant Load

Light Pole Banners

City of Miami Beach Processing Fee - \$50.00

For information on Miami Beach Park Rental Fees, please call 305-673-7577.

*** Additional charges may apply.

CITY SERVICES CONTACT LIST

Police Department

Off-duty Office – Sgt. Lisa Newland

Ph: 305-673-7823

Fax: 305-673-7067

Fire Department

Off-duty Fire Office

Tim Dougherty, Fire Special Events Coordinator

Ph: 786-412-1076

Fax: 786-276-2644

Building Department (Building Department Permits)

Ph: 305-673-7610

Fax: 305-535-7513

Temporary Occupant Load contact Mr. Mohsen Jarahpour, Chief Engineering Inspector, (305) 673-7000 ext. 6770, mjarahpour@miamibeachfl.gov.

Code Compliance Division

Janice Pye

Ph: 305-673-7555

Fax: 305-673-7012

Parking Department (Meter Rentals)

Asha Marajh 305-673-7000 x6729

Chuck Adams 305-673-7505 x6863

Sanitation Department (Sanitation Services)

Ph: 305-673-7616

Fax: 305-673-7627

Domingo Macias 786-236-2393 mobile

Tommy Knight 786-236-2454 mobile

Property Management Department (Electrical Services)

Ph: 305-673-76330 (Please call the office to place a work order)

Fax: 305-673-7963

John Gresham, Electrician 786-367-7563 mobile

Beach Patrol

305-673-7714

Parks Department

Ph: 305-673-7730

Fax: 305-673-7725

Public Works Department

Ph: 305-673-7080

Fax: 305-673-7647

Demar Woodson

Planning and Zoning Department (Signage & Historic Preservation)

Ph: 305-673-7550

Fax: 305-673-7559

SPECIAL EVENTS REQUIREMENTS AND GUIDELINES

AMERICANS WITH DISABILITIES ACT

All special events must be designed and operated in a manner to be in Compliance with Chapter 553, Florida Statutes (The Florida Accessibility Code). The following checklist is provided for guidance as to how compliance must be achieved:

1. Ensure curb cuts and cross walks are kept free and clear for usage, with a continuous accessible route of 44 inches in width.
2. The Event Producer must ensure that any nearby accessible on- or off-street parking ("handicapped parking") is not obstructed by vehicles loading/unloading equipment, etc. If such obstructions occur, the Event Producer must see that such obstructions are removed immediately. Accessible parking spaces shall be connected to the site's continuous accessible route, with no obstructions between the accessible parking spaces and the curb ramps that serve those spaces.
3. Any and all accessible routes created and/or installed by the Event Producer, or under the Event Producer's supervision, must have no abrupt change in level in excess of $\frac{1}{4}$ inch. Where such changes in level are present, properly bevel the change in level at a 1:2 ratio or provide a ramp with a slope not to exceed a 1:12 ratio. This is necessary to allow passage of wheelchairs or strollers and prevent tripping or the catching of walkers and canes. Any ramps provided must be in compliance with all Florida Accessibility Code requirements, including, but not limited to, requirements regarding edge protection, handrails, and surface.
4. Provide a smooth transition between temporary pathways and any ramps, sidewalks, streets, or parking lots. This means no change in level exceeding $\frac{1}{4}$ inch. Any change exceeding $\frac{1}{4}$ inch requires beveling at a 1:2 ratio or the installation of a ramp with a slope not to exceed a 1:12 ratio. Any ramps provided must be in compliance with all Florida Accessibility Code requirements, including, but not limited to, requirements regarding edge protection, handrails, and surface.
5. All cashier counters (counters where money transactions occur) must be no higher than 36 inches maximum above finish floor, for a minimum length of 36 inches.
6. Maintain an accessible route for access to merchandise that is both within a vendor space, as well as merchandise not contained within a vendor space. If the overflow of merchandise for patron viewing is placed behind a booth, then provide adjacent access to the merchandise via a curb ramp, as well as the placement of a pathway with a stable and firm surface necessary for the use of wheelchairs and mobility aids.
7. Merchandise for display should be within a line of sight no higher than 48 inches for persons of short stature or wheelchair users. If merchandise is displayed higher than 48 inches, merchant must provide assistance to disabled customers in order to reach items.
8. All vendor spaces shall be located on an accessible route that is a minimum of 44 inches wide.
9. If tables and seating are provided for the consumption of food, all aisles adjacent to accessible fixed seating shall provide 30 inch by 48 inch clear floor space for wheelchairs. Where there are open positions along both sides of such aisles, the aisles shall be not less than 52 inches wide.
10. For wheelchair seating spaces provided at tables or counters, knee spaces at least 27 inches high, 30 inches wide, and 19 inches deep shall be provided. The tops of accessible tables and counters shall be from 28 inches to 34 inches above the finish floor or ground.
11. Where food or drink is served at counters exceeding 34 inches in height for consumption by customers seated on stools or standing at the counter, a portion of the main counter which is 60 inches in length minimum shall be provided in compliance with the requirements of Items #9 and #10 above, or service shall be available at accessible tables within the same area.
12. Where portable toilets are provided, an accessible route shall be provided to the toilets. Five percent of the total number of toilets must be accessible. If clusters of portable toilets are distributed throughout the site, then each cluster must have accessible units.
13. If general assembly seating or standing space is provided for audience members attending a public performance at a special event, reserved wheelchair seating must be provided. Such seating must be provided in a location that allows wheelchair users an unobstructed line of sight to the stage. If seating capacity accommodates greater than 300 persons, then accessible seating shall be dispersed throughout the venue.